

**MAINE STATE LEGISLATURE**  
**Office of Program Evaluation and Government Accountability**

**ANALYST**

**SUPPLEMENTAL QUALIFICATIONS FORM**

**APPLICANT NAME:** \_\_\_\_\_

**I hereby affirm that the information provided below and in all other application materials is correct to the best of my knowledge and understand that false or misleading information may result in rejection of my application for employment or dismissal from the Maine State Legislature if I am selected.**

**Signature** (or type name):: \_\_\_\_\_ **Date:** \_\_\_\_\_

Upon submission, this form becomes part of the application process. Statements made on this form and in your cover letter and resume are subject to verification by the Office of Program Evaluation and Government Accountability.

Please respond to each information request separately. If you need more space, attach additional sheets and identify the area(s) to which they relate. You are encouraged to use a word processing application such as MS Word to prepare your responses either on this document or as an attachment to this document.

**Information Requests**

1. Please describe those aspects of your work experience which demonstrate experience in managing or conducting program evaluations or performance/operational audits and indicate the number of years you have held such roles.

2. Due to the nonpartisan nature of this position, partisan or other political activities are considerations in the selection process. Please briefly describe all instances in the last 10 years in which you have:
  - a. Held or run for elected office in a partisan election at the local, state or federal level;
  - b. Worked for a political advocacy group, for a candidate, on a political campaign or for a political party, either as a volunteer or for compensation;
  - c. Individually, or as part of a group, organized or publicly advocated for or against legislation, an issue pending before the Legislature, or a statewide referendum;
  - d. Lobbied the Legislature or a current legislator on a specific issue, either as a volunteer or for compensation; or
  - e. Attended a political event, such as a fundraiser, party caucus or political convention.
3. Are you related to an employee or a legislator of the Maine Legislature? If yes, please explain.
4. Please give a brief example of any work project(s) in which you did any of the following:
  - performed analysis of operational or financial data (please describe the analysis);
  - used knowledge of finance and accounting principles, particularly government accounting (please specify how your knowledge was applied on the project); and
  - used knowledge of information technology or database concepts (please specify how your knowledge was applied on the project).
5. Please briefly describe any experience you have had in drafting written reports and the typical audience for those reports.